

Quotation Request //

US Government Printing Office

Agency Publishing Services
732 North Capitol Street, NW
Washington DC 20401-0001

JACKET:344-970 R-1

Quotations are Due By:

(Eastern Time)10:00 AM on 08/13/2008

Submit Fax Quotes to:00000000

Contractors must provide mandatory taxpayer information before GPO makes payment.

Please see special notice on <http://contractorconnect.gpo.gov/>.

TITLE: OPM Federal Career Service and Retirement Certificates

QUANTITY: 90493 Total Certificates, % +/- none; PLUS 332 total QARCs (see 'Distribution').

TRIM SIZE: Item Nos. 1562 thru 1572: 8 x 10"

. Item Nos. 1573 thru 1583: 8-1/2 x 11"

SCHEDULE:

Furnished Material will be available for pickup by 08/13/2008

Ship complete by 09/26/2008

F.O.B. destination and F.O.B. contractor's city/origin - See Below

QUALITY LEVEL: 2 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 8-02)) applies.

DESCRIPTION:

-- R1 - Corrected Quantity Breakdown and QARC Quantity --

---SPECIFICATIONS APPLY EQUALLY TO ALL ITEMS UNLESS OTHERWISE INDICATED---

PRODUCT: 22 separate certificates print 1 color plus foil stamping/embossing using 11 different dies; each die is used commonly for two certificates. Product breakdown as follows:

| Item No. | Title | Form No. | Size | Quantity |
|----------|-------------------|------------------|-------------|----------|
| . 1562 | 5 Year (Bronze) | WPS 101 (5/91) | 8 x 10" | 680 |
| . 1563 | 10 Year (Bronze) | WPS 102 (5/91) | 8 x 10" | 1,225 |
| . 1564 | 15 Year (Bronze) | WPS 103 (5/91) | 8 x 10" | 465 |
| . 1565 | 20 Year (Silver) | WPS 104 (5/91) | 8 x 10" | 780 |
| . 1566 | 25 Year (Silver) | WPS 105 (5/91) | 8 x 10" | 625 |
| . 1567 | 30 Year (Gold) | WPS 106 (5/91) | 8 x 10" | 1,390 |
| . 1568 | 35 Year (Gold) | WPS 107 (5/91) | 8 x 10" | 425 |
| . 1569 | 40 Year (Gold) | WPS 108 (5/91) | 8 x 10" | 381 |
| . 1570 | 45 Year (Gold) | WPS 109 (5/91) | 8 x 10" | 221 |
| . 1571 | 50 Year (Gold) | WPS 110 (5/91) | 8 x 10" | 320 |
| . 1572 | Retirement (Gold) | WPS 111 (5/91) | 8 x 10" | 510 |
| . 1573 | 5 Year (Bronze) | WPS 101-A (5/91) | 8-1/2 x 11" | 17,894 |
| . 1574 | 10 Year (Bronze) | WPS 102-A (5/91) | 8-1/2 x 11" | 13,685 |
| . 1575 | 15 Year (Bronze) | WPS 103-A (5/91) | 8-1/2 x 11" | 6,517 |
| . 1576 | 20 Year (Silver) | WPS 104-A (5/91) | 8-1/2 x 11" | 10,216 |
| . 1577 | 25 Year (Silver) | WPS 105-A (5/91) | 8-1/2 x 11" | 6,325 |
| . 1578 | 30 Year (Gold) | WPS 106-A (5/91) | 8-1/2 x 11" | 7,751 |
| . 1579 | 35 Year (Gold) | WPS 107-A (5/91) | 8-1/2 x 11" | 3,377 |
| . 1580 | 40 Year (Gold) | WPS 108-A (5/91) | 8-1/2 x 11" | 3,580 |
| . 1581 | 45 Year (Gold) | WPS 109-A (5/91) | 8-1/2 x 11" | 1,800 |
| . 1582 | 50 Year (Gold) | WPS 110-A (5/91) | 8-1/2 x 11" | 1,216 |
| . 1583 | Retirement (Gold) | WPS 111-A (5/91) | 8-1/2 x 11" | 11,110 |

PRINTING:

- . 18 Items (described as Bronze and Gold): Numbers 1562, 1563, 1564, 1567, 1568, 1569, 1570, 1571, 1572, 1573, 1574, 1575, 1578, 1579, 1580, 1581, 1582 and 1583, print in Pantone 412, images consist of type/line matter and a screened area of approx. 2-1/2" in diameter which will be the background (open area) of stamped/embossed seal. (Items 1572 and 1583 do not have screened area).
- . 4 Items (described as Silver): Numbers 1565, 1566, 1576 and 1577 print in Pantone 433, images consist of type/line matter and a screened area of approx. 2-1/2" in diameter which will be the background (open area) of stamped/embossed seal.

STAMPING/EMBOSSING:

- . 6 Items (described as Bronze): Numbers 1562, 1563, 1564, 1573, 1574 and 1575, Stamp/Emboss with Kurz Hasting's #305 Copper imitation foil or equal. Stamped/Embossed image consists of a seal approx. 3-5/8" in diameter, which has an open area allowing screened printing to show as a background.
- . 4 Items (described as Silver): Numbers 1565, 1566, 1576 and 1577, Stamp/Emboss with Transfer Print's #100 Silver imitation foil or equal. Stamped/Embossed image consists of a seal approx. 3-5/8" in diameter, which has an open area allowing screened printing to show as a background.
- . 12 Items (described as Gold): Numbers 1567, 1568, 1569, 1570, 1571, 1572, 1578, 1579, 1580, 1581, 1582 and 1583, Stamp/Emboss with Transfer Print's #404 Gold imitation foil or equal. Stamped/Embossed image consists of a seal approx. 3-5/8" in diameter, which has an open area allowing screened printing to show as a background. Items 1546 and 1557 stamp/emboss using a different seal of 3-1/4" diameter, with no printed background. NOTE: Stamping/Embossing must have solid impressions-no picking, pinholes, or filled letters.

MATERIAL FURNISHED: (packaged in 2 containers)

Contractor to pickup at GPO:

- . For Items 1562 thru 1572 (8 x 10" certificates):
 - .One CD-R created on an IBM compatible system with Windows XP using Adobe InDesign and Illustrator CS2. Files are furnished in native and PDF formats. All printer and screen fonts are supplied.
 - Prior to image processing, the contractor is responsible for checking files contained on the furnished media to insure that such features as bleeds, register marks, and correct file output selection have been provided for, so as to correctly generate output for printing. The contractor must supply necessary trapping. Output must be generated on high resolution image processors.
 - .One GPO Form 952 (Desktop Publishing - Disk Information).
 - .One set (11) film negatives.
 - .One set (11) of previously printed/stamped/embossed samples.
- . For Items 1573 thru 1583 (8-1/2 x 11" certificates):
 - .One CD-R created on an IBM compatible system with Windows XP using Adobe InDesign and Illustrator CS2. Files are furnished in native and PDF formats. All printer and screen fonts are supplied.
 - Prior to image processing, the contractor is responsible for checking files contained on the furnished media to insure that such features as bleeds, register marks, and correct file output selection have been provided for, so as to correctly generate output for printing. The contractor must supply necessary trapping. Output must be generated on high resolution image processors.
 - .One GPO Form 952 (Desktop Publishing - Disk Information).
 - .One set (11) film negatives.
 - .One set (11) of previously printed/stamped/embossed samples.

. For All Items:

.11 brass stamping/embossing dies with plastic counters (each approx. 4-1/4 x 4-1/4 x 1/4").

.One GPO Form 905 (labeling and marking specifications) for bulk shipment(s).

.One GPO Form 915 (Quality Assurance Random Copies and selection forms)

.One Page OPM furnished distribution list for item-quantity breakdown.

.One 36-page Rider Distribution List, broken down by address and One 3-1/2" PC floppy disk with distribution lists in ASCII text file format, one file for each item; for the mailing/shipping of 89,493 copies to approximately 83 nationwide destinations.

.Two IRS Shipping Labels, form 6153. --NOTE the items 1573 and 1574 delivering to the IRS, Bloomington IL, are included in the rider distribution list but MUST be shipped separately and use provided IRS Labels.

PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order JCP Code* H20, 100 Pct Cream-White Artificial Parchment, Basis Size 17 x 22", Basis Weight 47 lb.

COLOR OF INK:

Pantone 412 (for 18 items) and Pantone 433 (for 4 items); see "Description" above, for usages.

PRINT PAGE: One Side Only

MARGINS:

Follow samples; no bleeds.

PROOFS:

PRIOR TO PRODUCTION SAMPLES: The sample requirement for this contract is not less than 2 printed and stamped/embossed samples for each item (44 total samples). Each sample must be constructed as specified using the form, materials, equipment, and methods of production which will be used in producing the final product. All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

. Samples must be submitted prior to commencement of production of the contract quantity, in sufficient time to allow Government testing of the samples and production and shipment in accordance with the shipping schedule. Send samples together with the furnished media (copy, transparencies, electronic files) directly to: U.S. Office of Personnel Management, 1900 E Street, NW, Room B-457 Washington, DC 20415. Attn: Lisa Adgerson (202-606-1844). Contractor must call GPO Contract Compliance Section at (202) 512-0520 immediately upon sending/delivering pre-production samples and immediately upon notification that the samples are available for pickup at the department.

. The Government will approve, conditionally approve or disapprove the samples within three (3) workdays of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. Manufacture of the final product prior to approval of the sample submitted is at the contractor's risk. Samples will not be returned to the contractor. All costs, including the costs of all samples shall be included in the contract price for the production quantity.

PACKING:

Shrink wrap in suitable units. Pack all items separately and identify. Pack in suitable containers NTE 40 lbs. Contractor must include (on all labels) the appropriate Agency Requisition Number indicated on the Rider Distribution List.

DISTRIBUTION:

FOB Contractor's City (Rider Distribution List Mailing). Ship by traceable means (Signed Receipts Required for each consignment):

. Ship 89,493 copies to approximately 83 nationwide destinations via reimbursable (contractor to prepay) "Package Services Parcel Post" in accordance with the enclosed 36 page Rider Distribution List/Floppy

Disk. Contractor must include (on labels) the appropriate Agency Requisition Number indicated on the list per each consignment. Rider Distribution List quantities range from 1 to approximately 8,400 copies of various Items (per address); see Distribution List for Item/Quantity breakdown per consignment.

FOB Destination:

- . Deliver 1,000 total certificates (furnished distribution list for item-quantity breakdown), via traceable means to: U.S. Office of Personnel Management, 1900 E Street, NW, HCLMSA Room 7460, Washington, DC 20415, Attn: Sandra E. Brown. **INSIDE DELIVERY REQUIRED**
- . Deliver 5 Sample copies of Each Item plus Government Furnished Material (including dies and negatives) via traceable means to: U.S. Office of Personnel Management, 1900 E Street, NW, Room B-457, Washington, DC 20415, Attn: Lisa Adgerson. **INSIDE DELIVERY REQUIRED**
- . Deliver 1 Sample copy of Each Item via traceable means to: U.S. Government Printing Office, 732 North Capitol Street, NW, AST-5, Room C-817, Washington, DC 20401, Attn: Trevor Bentz/344-970 (202-512-1239). **INSIDE DELIVERY REQUIRED**

QUALITY ASSURANCE RANDOM COPIES: The contractor will be required to a statement furnished by GPO certifying that copies were selected as directed. Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by Jacket and Purchase Order numbers, must be furnished with billing as evidence of mailing.

Total Item quantity: 500 to 3,200 = 13 QARCs. 3,201 to 10,000 = 20 QARCs. 10,001 to 35,000 = 32 QARCs.

All expenses incidental to returning materials, submitting proofs, and furnishing samples must be borne by the contractor.

QUALITY ASSURANCE STANDARDS: The following standards shall apply to these specifications:
Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests -- General Inspection Level 1.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified standards to correspond with each required attribute as follows:

| ATTRIBUTE | SPECIFIED STANDARD |
|--|--|
| P-7. Type Quality and Uniformity | Furnished Negatives/Furnished Electronic Media |
| P-9. Solid and Screen Tint Color Match | Pantone Matching System |